



# Griffith City Council

## **Pollution Incident Response Management Plan (PIRMP)**

### **Griffith Livestock Marketing Centre (GLMC)**

**Hillston Rd, Griffith**

**EPA License No. 11915**

**V4 – August 2019**

<b>Approved by:</b> Director Utilities	<b>Group:</b> Water & Sewerage	<b>Document ID:</b> (WS-MP-301)	<b>Version:</b> 4
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A copy of this PIRMP document is to be located at the following sites:

- ☐ Griffith Saleyards
- ☐ Water & Sewer Library in the main office
- ☐ Electronic filing system – HPCM
- ☐ Uploaded to Council website (Public Version)

## PIRMP Testing and Update Register

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Please refer to the Minutes of the Review of the Pollution Incident Response Management Plan (PIRMP) – Griffith Livestock Marketing Centre (GLMC) Meetings for full details of incident simulations and document updates (See SC359). Printouts of all Minutes of meetings will also be located in a folder beside the PIRMP document.

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# 1 Purpose and Scope

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This plan has been developed to document the processes required to prepare and respond to pollution incidents for Griffith City Council owned Livestock Marketing Centre (GLMC). The plan covers descriptions of potential hazards, actions to be taken to prevent additional environmental harm and details of communication requirements in the event of a Pollution incident.

The plan has been prepared in accordance with the requirements of the Protection of the Environment Operation Act 1997 section 153A (POEO Act) and the Protection of the Environment Operation (General) Amendment (Pollution Incident Response Management Plans) Regulation 2012, which commenced on 29th February 2012, hereafter referred to as amendment. One of the requirements of the amendment is that Pollution Incident Response Management Plans (PIRMPs) be prepared by the holders of Environment Protection Licences in relations to the activities carried out under such licences. In particular it specifies the additional information that is required to be included in the plan, the manner in which it is to be made available to stakeholders and the occasions on which it is to be tested.

This PIRMP covers the Griffith City Council's Livestock Management Centre located on Hillston Road, Griffith, Environmental Protection Licence number 11915.

# 2 Definition of Pollution Incident

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A pollution incident means an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.

A pollution incident is required to be notified if there is a risk of "material harm to the environment", which is defined in section 147 of the POEO act as:

(a) Harm to the environment is material if:

- (i) It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
- (ii) It results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations),

and

(b) Loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

## 2.1 POTENTIAL HAZARDS TO THE ENVIRONMENT

The potential hazards to the environment from the Livestock Management Centre, controlled by GCC under EPL 11915 are listed below. This list of potential hazards is not exhaustive as it is possible that unidentified contaminants may be brought on site without Councils knowledge.

- 1) Hydro carbon spills such as fuels or oils
- 2) On site hazards as identified in Table 1
- 3) Livestock effluent
- 4) Agricultural chemicals

## 2.2 POLLUTION INCIDENT CLASSIFICATION, RISK ASSESSMENT AND CONTRIBUTING FACTORS

**TABLE 1 - POLLUTION INCIDENT DESCRIPTION, RISK ASSESSMENT USING EPA RISK ASSESSMENT ANALYSIS MATRIX AND CONTRIBUTING FACTORS**

Description of pollution incident	Likelihood	Impact	Contributing factor
Hydro carbon spills such as fuels or oils from vehicles	unlikely	low	All hardstand areas are drained to effluent ponds which can be isolated to contain and control the spill.
On site hazards as identified in Table 2	unlikely	low	Miscellaneous chemicals stored in the chemical shed.
Livestock effluent	unlikely	low	All hard stand areas are drained to effluent ponds with overflow catchment area, and excess liquid discharged to the sewerage system.
Agricultural chemicals	unlikely	Low	All hardstand areas are drained to effluent ponds which can be isolated to contain and control the spill.

## 2.3 PRE-EMPTIVE ACTIONS

### 2.3.1 Physical and preventative measures

First priority of the pre-emptive action is to eliminate substances that can become potential pollutants. If this is not possible, physical barriers are installed to prevent pollutants from leaving the site. The GLMC utilises a closed circuit multi-pond system to manage all livestock effluent.

## 2.4 INVENTORY OF POTENTIAL POLLUTANT PRODUCTS

An Inventory of Pollutants held at the site is detailed in Appendix 5.



## 2.5 SAFETY EQUIPMENT

Safety equipment, spill containment kits and management plans are available and maintained to prevent possible harm to human health and the environment. Regular Inspection and testing of equipment are carried out as per manufacturer's recommendations. Safety equipment located within the site are given below.

- Fire Extinguishers:
  - Office x 4
  - Canteen x 2 + 1 Fire Blanket
  - Workshop x 2
  - Scalehouse x 1
- Exit Lights on external doors to Office, Team Leaders Office and Canteen.
- Emergency Evacuation Plan (See Appendix 1)
- First Aid Kits are located in main office
- MSDS register and folders are kept in main office
- Spill Containment Kit is kept in the workshop
- Personal Protective Equipment (PPE)

## 2.6 CONTACT DETAILS

### 2.6.1 Griffith City Council key officers and their responsibilities

Table 2 identifies the Council Officers and their roles and responsibilities in the event of a pollution incident.

**TABLE 2 - GRIFFITH CITY COUNCIL KEY OFFICERS AND THEIR RESPONSIBILITIES**

Name /Responsibility	Position	Contact details
<b>Graham Gordon</b> Media	Director Utilities	Extension 137 0419 275 286
<b>Les Warren</b> Coordination Contact Emergency Services (Table 3)	Team Leader, GLMC	0419 422 551
<b>Kathleen Calabria</b> Contact neighbours (Table 4)	Administration Officer - Utilities	0269 628 191

### 2.6.2 Notification of external parties

If an emergency or incident is determined to have caused or threatened material harm to the environment, the Manager, Livestock Management Centre will immediately contact each authority listed below in Appendix 3.

First call 000 if the incident presents an immediate threat to human health or property. Fire Rescue NSW, NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

**TABLE 3 - EMERGENCY SERVICES CONTACT DETAILS**

Emergency: Police/Fire/Ambulance - <b>000</b>	
NSW Environmental Protection Authority	131 555
SafeWork NSW	131 050 02 6962 8900
The Ministry of Health (MOH) via local PHU (Public Health Unit)	02 6933 9182 A/H 02 6080 8900
Griffith Base Hospital	02 6969 5555
Griffith Police Station	02 6969 4299
Griffith Fire Brigade	02 6964 4152
Ambulance	000

*Note: Phone numbers are current as at the date of this document*

## 2.7 COMMUNICATING WITH NEIGHBOURS AND LOCAL COMMUNITY

This plan will include allocating appropriate responsible person to notify and co-ordinate with affected community members. In the event of a pollution incident Griffith City Council will attempt to provide early warning to directly affected neighbours by following mechanisms as appropriate.

- Telephone calls or door knocking (where appropriate)
- Local media source (radio/newspapers) as appropriate
- Griffith City Council webpage updates and media releases;

The Livestock Management Centre has a number of adjoining properties as listed in Table 4.

**TABLE 4 - LIST OF IMMEDIATE NEIGHBOURS**

	Contact Name	Property Address	Contact Details
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

List of Neighbours Contact Details Not Available in Public Version

14			
15			
16			
17			
18			

## 2.8 EXTERNAL CONTACTS – OTHER

LLS Vet - Sophie Hemley	0427 696 395
Riverina Firearms – Glen Castellaro	6962 3864
LLS Firearms Officer - Ron Kojac	0427 262 225
Griffith City Hire	6964 3333
<b>Transport Companies:</b>	
Conbar Transport	02 6056 5300
John Dietrich Transport	0428 693 083
Martin's Transport	02 6545 3034
O'Sullivan's	03 5432 6006
Ross Smith	0428 693 431
Trans Australia (Jason Thornhill)	0438 849 132

## 2.9 MINIMISING HARM TO PERSONS ON THE PREMISES

At all times minimising harm to persons shall be the priority. To address the risk of pollution incidents the Livestock Management Centre has following management practices in place.

- 1) Evacuation Plan (see Appendix 1: Map of Emergency Assembly Area).

## 2.10 TRAINING, TESTING AND REVIEW

Training is provided to staff for the use of the plan which will ensure that all staff are aware of the content, processes and requirements of the plan to be able to competently implement as required.

Plan will be tested randomly by dummy runs to check the effectiveness of the plan. Testing records will be maintained in the PIRMP Training and Testing Register. GCC will review the PIRMP after 12 months and update as required. After an incident occurs the plan will be reviewed and updated as required.

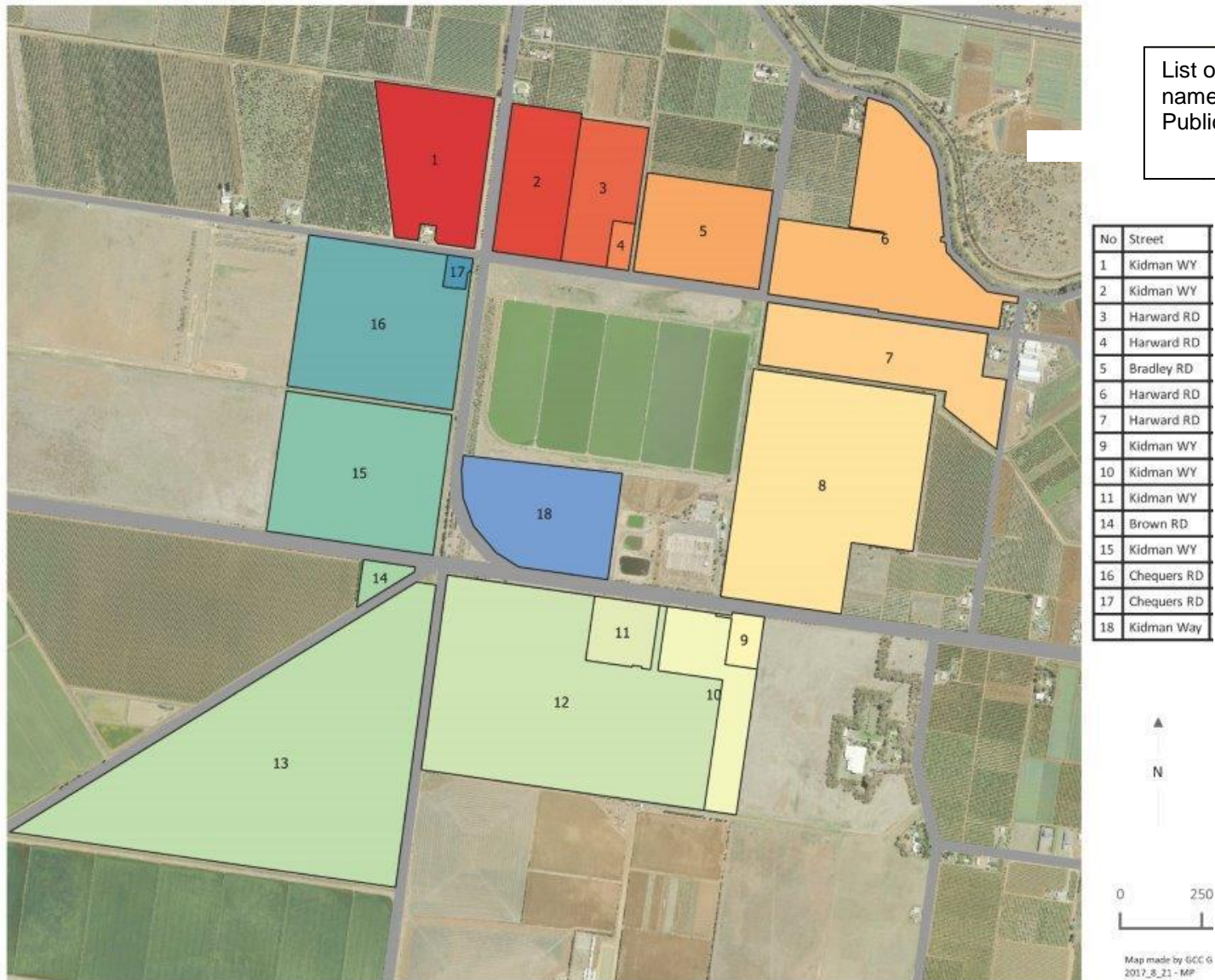
A copy of this Plan will be uploaded to the council web site and hard copy will be kept on site.

## APPENDIX 1- LIVESTOCK MARKETING CENTRE SHOWING CHEMICAL STORAGE AREA AND EMERGENCY ASSEMBLY POINT



(2 x Assembly Areas)

## APPENDIX 2 - NEIGHBOURS – GRIFFITH SALEYARDS





## APPENDIX 3 - EMERGENCY SERVICES AND OTHER CONTACTS

Organization Department	Name and Position	Business Telephone No.	After Hours
<b>NSW Fire &amp; Rescue Hazmat</b>	Officer on Duty	000 02 6964 4152 (Griffith Fire Station)	000
<b>Police</b>	Officer on Duty	000 02 6969 4299	000
<b>Ambulance</b>	Officer on Duty	000	000
<b>Environment Protection Authority (EPA)</b>	Jason Price - Griffith Regional Manager  Craig Bretherton – South West Regional Manager	131 555 02 6969 0700 0428 460 247 (Jason)	131 555
<b>Primary Council Contact</b>	Durgananda Chaudhary Water & Wastewater Manager GCC	02 6962 8100 0439 391 531	02 6969 4832
<b>Council Health Department</b>	Fiona De Wit – Environment, Health & Sustainability Co-ordinator GCC	02 6962 8100 0437 948 826	02 6969 4832
<b>Local Emergency Manager</b>	Phil King – Local Emergency Management Officer  Manjit Chugha – Local Emergency Management Officer Assistant	02 6962 8100 0421 286 557  02 6962 8161 0407 222 062	02 6969 4832
<b>NSW Health – Local Public Health Unit</b>	Kevin Prior (Wagga)	<b>02 6933 9182 (Wagga)</b> <b>0429 076 135</b> <b>02 6933 9100</b>	<b>Albury Base Hospital</b> <b>02 6080 8900</b> <b>(Ask for Public Health Officer on call)</b>
<b>SafeWork NSW</b>	Stuart Larkin – District Coordinator	131 050 02 6962 8900 0423 596 981	131 050
<b>Murrumbidgee Irrigation</b>	Supply and Drainage Channels and Structures -Officer on Duty	02 6962 0262 02 6962 0200	02 6962 0262
<b>NSW State Emergency Services (SES)</b>	Officer on Duty	132 500	132 500
<b>Griffith Base Hospital</b>	Officer on Duty	02 6969 5555	02 6969 5555
<b>Electricity - Essential Energy</b>	Officer on Duty	132 080	132 080
<b>Gas - Jemena</b>	Officer on Duty	131 909	131 909
<b>Telstra</b>		132 203	132 203
<b>Poison Information Centre</b>	Officer on Duty	131 126	131 126
<b>Media - Radio TripleM &amp; Hits</b>	Chris Corbett - General Manager or Substitute	6969 7860 0413 888 346 (Chris)	
<b>Media - Radio ABC Riverina FM 100.5</b>	Benjamin Shuhya	02 6923 4810 0408 370 241	0408 370 241
<b>Media - Radio 2MIA FM 95.1 - Community</b>	Officer on Duty	02 6964 1033	

## APPENDIX 4 – POLLUTION NOTIFICATION AND INCIDENT REPORT FORM

NOTE: This form should be printed directly from HPCM 18/100339

### PART A

## Report to Environmental Incident Hotline LOCATION OF INCIDENT



Recent changes to Part 5.7 of the *Protection of the Environment Operations Act 1997* (POEO Act) specify new requirements relating to the notification of pollution incidents. For more information see [www.environment.nsw.gov.au/pollution/notificationprotocol.htm](http://www.environment.nsw.gov.au/pollution/notificationprotocol.htm)

<input type="checkbox"/> Project	<input type="checkbox"/> Facility	<input type="checkbox"/> Activity	<input type="checkbox"/> Location/Name: <input type="text"/>
STREET NUMBER <input type="text"/>		STREET NAME <input type="text"/>	
SUBURB <input type="text"/>		NEAREST CROSS STREET <input type="text"/>	
WHERE DID THE INCIDENT OCCUR <input type="text"/>			
SECTION/UNIT RESPONSIBLE FOR THE SITE <input type="text"/>			

#### ☐ Sewage

- ☐ break in mains
- ☐ pumping station (sewage or chemical)
- ☐ sewage treatment plant
- ☐ other (ponds etc)

#### ☐ Waste

- ☐ waste from Council project/facility/activity
- ☐ dumped waste
- ☐ asbestos only

#### ☐ General

- ☐ spill/overflow (chemical, fuel, substance etc)  
*additional detail required below*
- ☐ vegetation – disturbance / damage
- ☐ general – (heritage, water, wildlife etc)
- ☐ other

#### Cause

- ☐ blockage
- ☐ mechanical failure
- ☐ electrical failure or power outage
- ☐ rainfall inundation
- ☐ trade waste incident
- ☐ break in main
- ☐ other

#### DESCRIPTION OF INCIDENT

#### ACTION TAKEN TO CONTAIN / MANAGE THE INCIDENT

Were photos taken: YES ☐ NO ☐ Were samples taken: YES ☐ NO ☐

### Details of person reporting the Incident

NAME <input type="text"/>		DATE <input type="text"/>
PHONE <input type="text"/>	MOBILE <input type="text"/>	
DEPARTMENT SECTION <input type="text"/>		

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Issued: December 2018	Revised: --	Status: Approved	Page 1 of 3

The completed form should be emailed to: [riverina.farwest@epa.nsw.gov.au](mailto:riverina.farwest@epa.nsw.gov.au) and [info@epa.nsw.gov.au](mailto:info@epa.nsw.gov.au) with the subject line "Self Report" and quote the EPA Reference Number on this form and/or the relevant EPA Licence Number.

# Report to Environmental Incident Hotline INVESTIGATION



The appropriate Section Supervisor/Manager is responsible for completion of **Part B** of the incident report.

## IMMEDIATE ACTION BY SUPERVISOR/MANAGER

### Will the incident:

1. Require assistance from other agencies to contain, isolate or cleanup?

If "Yes" call 000 immediately.

YES ☐ NO ☐ NOT SURE ☐

2. Pose any actual or potential harm to human health that is not trivial?

• Is it located within 100m of a school, childcare centre, aged care home?

• Could it impact on users of public areas such as ovals, reserves, waterways?

• Could the impact spread and potentially harm occupants of nearby properties?

YES ☐ NO ☐ NOT SURE ☐

3. Pose any actual or potential harm to ecosystems that is not trivial?

• Could the incident flow / impact on a water body or drainage system?

• Could the incident flow / impact on environmentally sensitive land?

YES ☐ NO ☐ NOT SURE ☐

4. Result in actual or potential loss or property damage of an amount over \$10,000?

YES ☐ NO ☐ NOT SURE ☐

If you answered 'yes' to any of the above then the incident should be considered as a notifiable "pollution event". There is a **duty to notify** the EPA, Ministry of Health, WorkCover and Fire and Rescue NSW immediately after becoming aware of a pollution incident where material harm is caused or threatened. Failure to do so is an offence (*Protection of the Environment Operations Act 1997*)

### Agency Notification

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the following order.

#### NSW EPA (EPA Environment Line: 131 555)

Contacted: ☐ YES ☐ NO

Reason not contacted:

NAME OF EPA REPRESENTATIVE

TIME AND DATE

EPA REFERENCE NUMBER

ACTIONS REQUIRED BY EPA

#### NSW Health – Local Public Health Unit (See [www.health.nsw.gov.au/publichealth/infectious/phus.asp](http://www.health.nsw.gov.au/publichealth/infectious/phus.asp))

Contacted: ☐ YES ☐ NO

Reason not contacted:

NAME OF PHU REPRESENTATIVE

TIME AND DATE

PHU REFERENCE NUMBER

ACTIONS REQUIRED BY LOCAL PHU

#### WorkCover Authority (WorkCover: 13 10 50)

Contacted: ☐ YES ☐ NO

Reason not contacted:

NAME OF WORKCOVER REPRESENTATIVE

TIME AND DATE

WORKCOVER REFERENCE NUMBER

ACTIONS REQUIRED BY WORKCOVER

#### Fire & Rescue NSW (Emergency Hotline: 000)

Contacted: ☐ YES ☐ NO

Reason not contacted:

NAME OF FIRE & RESCUE REPRESENTATIVE

TIME AND DATE

FIRE & RESCUE REFERENCE NUMBER

ACTIONS REQUIRED BY FIRE & RESCUE

CONTINUES ON REVERSE

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Approved by: Quality Systems Supervisor	Department: Water & Sewerage	Document ID: (WS-FO-006)	Version: 1
Issued: December 2018	Revised: --	Status: Approved	Page 2 of 3

The completed form should be emailed to: [riverina.farwest@epa.nsw.gov.au](mailto:riverina.farwest@epa.nsw.gov.au) and [info@epa.nsw.gov.au](mailto:info@epa.nsw.gov.au) with the subject line "Self Report" and quote the EPA Reference Number on this form and/or the relevant EPA Licence Number.



## Other Notifications to Consider

- ☐ Internal contacts eg Environmental Health Officer
- ☐ Media
- ☐ NSW Food Authority
- ☐ Shellfish programs
- ☐ River users eg boat hiring companies
- ☐ Marine education centres
- ☐ Other

## Preliminary Investigations

Notes from discussions with relevant operational staff


Any further observations or comments by Supervisor / Manager


## Categorisation by Authorised Officer

- ☐ **Minor**  
*No notification required*
  - Incident affects small area only (eg single property) AND
  - Incident is easy to clean up without additional assistance, AND
  - There is no risk of material harm to humans or the environment.
- ☐ **Moderate**  
*Notify EPA and Local PHU only*
  - Incident affects more than one property OR
  - There is a risk of pollution or material harm to the environment BUT
  - Cleanup can be completed without assistance AND
  - There is no danger to humans.
- ☐ **Major**  
*Notification required - Notify EPA, Local PHU, Workcover and Fire & Rescue*
  - Potential or actual harm to humans and the environment AND/OR
  - Assistance is required with cleanup from other agencies.
- ☐ **Council Responsible**  
Incident occurred as a direct result of Council activity or function.
- ☐ **Response by Council**  
Incident occurred on Council land, or land under Council care and control BUT Council did not cause the incident.
- ☐ **Technical Licence Breach**  
Relating to technical compliance such as exceedance of permissible discharge volume or environmental monitoring limits.

## DETAILS OF APPROPRIATE SECTION SUPERVISOR/MANAGER REPORTING THE INCIDENT

NAME

DATE

PHONE


MOBILE

DEPARTMENT SECTION

Approved by: Quality Systems Supervisor	Department: Water & Sewerage	Document ID: (WS-FO-006)	Version: 1
Issued: December 2018	Revised: --	Status: Approved	Page 3 of 3

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## APPENDIX 5 – INVENTORY OF POTENTIAL POLLUTANT PRODUCTS HELD ON SITE



**FORM**  
(Blanks not to be photocopied. Print direct from DAKS)  
(Printed on 11 March 2011 at 12:03)

**(WHS-FO-091) Dangerous and Hazardous Goods Register**

<b>Location: SALEYARDS</b>						Today's Date - <b>5/09/2019</b>	
Product Name:	Supplier:	Hazardous Substance Y/N	Dangerous Goods Y/N	Storage Location	Risk Assess Y/N	Quantity Held	MSDS Expiry Date
Aerostart	CRC Industries	Y	Y	Saleyards	Y	1 x 500g	12-Feb-20
Ajax Spray N Wipe APC Spray	Colgate-Palmolive Pty Ltd	N	N	Saleyards	N	500mL	12-Dec-21
Agri Grease Plus <b>(Last MSDS)</b>	BP Australia Pty Ltd	N	N	Saleyards	N	12 x 500mL	<b>18-Mar-14</b>
All Purpose Thinner	Diggers	Y	Y	Saleyards	Y	1 x 4Litre	20-Jan-20
Automotive Diesel Fuel	Caltex Australia Petroleum P/L	Y	N	Saleyards	Y	600 Litres	01-Jul-21
Cislin 25 Professional Insecticide	Bayer Cropscience Pty Ltd	Y	N	Saleyards	Y	1x 1 Litre	06-Oct-21
Cussions Morning Fresh Dishwashing Liquid	PZ Cussions Australia Pty Ltd	Y	Y	Saleyards	Y	900mL	05-Sep-23
Dy-Mark Spray Ink Toluene Free All Colours Lead Free	Dy-Mark Pty Ltd	Y	Y	Saleyards	Y	4 x 500g	30-Oct-20
Lorsban 500 EC Insecticide	Dow Agro Sciences	Y	Y	Saleyards	Y	5 Litres	22-Jun-21
Mortein Fast Knockdown Fly & Mosquito Killer Aerosol	Reckitt Benckiser (Aust) P/L	Y	Y	Saleyards	Y	2 x 500g	15-Dec-21
Packaged Concrete (Dry-Mix)	Boral Constructions	Y	N	Saleyards	Y	10 x 10 Kilos	21-Jan-20
Palmolive Naturals Liquid Hand Soap <b>(Last MSDS)</b>	Colgate-Palmolive Pty Ltd	N	N	Saleyards	N	250mL	<b>31-Jul-18</b>
Pinette	Axi-Kem	N	N	Saleyards	N	1 x 25L drums	31-Mar-22
Protecta Sun-Block SPF 30+	Septone Products Pty Ltd	N	N	Saleyards	N	12 x 500mL	01-Sep-22
Readymix Quarry Products <b>(Last MSDS)</b>	Rinker Australia Pty Ltd	N	N	Saleyards	N	4 Tonne	<b>31-Mar-11</b>
Roundup Powermax <b>(Last MSDS)</b>	NuFarm Australia Ltd	Y	N	Saleyards	Y	1x20 Litre Dru	<b>01-Apr-14</b>
Shell Lawn 2 Mower Oil <b>(Last MSDS)</b>	Shell Company of Aust Ltd	N	N	Saleyards	N	1 Litre	<b>14-Jul-16</b>
Surefire Fortune 500 Multipurpose Insecticide & Ter	PCT International Pty Ltd	Y	Y	Saleyards		1 Litre	30-Sep-20
SWARFEGA Plus Suprega Plus/Swafega Citrus	DEB Australia Pty Ltd	N	N	Saleyards	N	1 Litre	03-Dec-20
Unleaded Petrol	Caltex Australia Petroleum P/L	Y	Y	Saleyards	Y	60 Litres	26-Mar-24

**NOTE:** This inventory list is updated monthly. Please refer to the Griffith Livestock Marketing Centre's MSDS folder or the electronic file in HP Records, No. 13/1865.

# Annual Update of PIRMP - GLMC

[illegible]

Note: These dates can be scheduled electronically to act as a reminder.